



GUIDANCE DOCUMENT

Assignment Credential Manual and Assignment Credential Report

Assignment Credential Manual (ACM) -

- 1) 00005 Elementary - Elective/Exploratory (K-8)
 - Code can be used for elementary electives for which an assignment code at the elementary level does not already exist.
 - This may include but is not limited to health, physical education, visual arts, world language, etc.
 - If the teacher holds a specific K-12 endorsement, use the applicable assignment code which aligns, e.g., 00051 Physical Education assignment aligned to a 7511 Physical Education K-12 endorsement, etc.
 - **Cannot** be used for Literacy, American Indian Language, Special Education, Bilingual, English as a Second Language or Gifted and Talented.
- 2) 20005 Secondary – Elective/Exploratory (5-12)
 - Code can be used for instruction for secondary elective subjects for which an assignment code at the secondary level does not already exist.
 - This may include but is not limited to advisory, tutorial, study skills, study hall, career exploration, etc.
 - **Cannot** be used for content areas, Special Education, Bilingual, English as a Second Language or Literacy.
- 3) 00070 Supplemental Instruction – Elementary (K-8) (RESTRICTED)
 - Code can be used for instruction provided in addition to the instruction delivered by the teacher of record. (Services provided outside a student's normal time with a teacher of record)
 - Code can be used for the Title I teacher or the Gifted and Talented endorsed teacher who is supplementing the instruction of an elementary teacher of record.
 - Students are not assigned to this teacher as the teacher of record.
 - **Cannot** be used for Special Education, Bilingual or English as a Second Language.
- 4) Supplemental Instruction – Secondary
 - There is no supplemental instruction assignment code at the secondary level because the person must hold the specific subject area endorsement for which the supplemental instruction is being provided, i.e., math supplemental instruction must be provided by a math endorsed teacher.
 - If there is a student who needs help with math in addition to their regular math course, the teacher must have a math endorsement with a math assignment.



- 5) The following assignments do not meet the high school graduation requirements as they are intended to be used for grade level content or as supplemental/remediation.
- 02002 General Mathematics (5-8 Content)
 - 51001 General English/Language Arts (5-8 Content)
 - 53000 General Science (5-8 Content)
 - 54305 General Social Studies (5-8 Content)
- 6) All Subjects K-8 endorsed teachers CANNOT teach any course as meeting the high school graduation requirement.
- For example: the 02002 General Mathematics (5-8 Content) assignment taught by an All Subjects K-8 endorsement does not meet high school graduation requirement. The applicable mathematics assignment code must be used and the teacher must hold a content mathematics endorsement in order to meet the high school graduation requirement
- 7) Integrated Science/Forensic Science
- There is no assignment specifically titled Integrated Science or Forensic Science
 - If districts choose to follow or create an integrated science model, the teacher of record must possess an endorsement that aligns to the preponderance of the standards covered in the course.
 - For example: if a general integrated science course includes content from earth science, chemistry, physics, and life science, with the majority of content in biology, then the appropriate assignment would be 03051 Biology (5-12) and the teacher would need to be endorsed in Biological Science or Natural Science
 - The section alias/name of the course is determined by the LEA
- 8) Pupil Service Staff (PSS) Endorsements (School Counselor, School Social Worker, etc.)
- There are no longer any classroom assignments which align to a Pupil Service Staff endorsement, however, below are some non-classroom codes which allow coding to PSS endorsements:
 - 22051 Office/Library/Classroom Aide – this should be coded with a 0 FTE
 - 31000 College and Career Ready Advisor
 - 31300 Coordinator
 - 32150 Community Resource Worker
- 9) Administrator Endorsements (Superintendent, Principal, Director of Special Education, etc.)
- An Administrator Certificate must be held to be aligned to an SDE administrative assignment code
 - There are no longer any instructional assignments which align to any administrator endorsement.
 - An LEA can code an administrator with the 22051 Office/Library/Classroom Aide assignment code for students who work in the campus office, library or as classroom aides. This should be coded with a 0 FTE



- 10) IMPORTANT: The State Department of Education (SDE) Assignment Credential Manual and the Idaho Career and Technical Education (ICTE) Assignment/Course Manual will be mutually exclusive. SDE endorsements will not align to ANY six (6) digit assignment codes; CTE endorsements will no longer align to ANY five (5) digit assignment codes. For additional information regarding the transition and specific ICTE details please access the following document: [2019-2020 SDE and CTE Endorsement and Assignment Transition Plan](#).

Assignment Credential Report (ACR) -

- 1) The LEA should run and review the ACR after each upload to ensure accurate assignment codes have been entered and there are no deficiencies. Address deficiencies right away!
- 2) Incorrect assignment resulting in a deficiency
 - If an incorrect assignment code was used resulting in a deficiency select the correct assignment code by using the SDE Assignment Credential Manual or the CTE Assignment/Course Credential Manual descriptions.
[SDE Assignment Credential Manual](#)
[CTE Assignment/Course Credential Manual](#)
- 3) Correct assignment but showing as a deficiency
 - If a correct assignment code was used but the deficiency is a result of a lack of endorsement
 - Hire: a person who holds the proper endorsement
 - Reassign: shuffle staff to assignments for which the candidate holds the proper endorsement.
 - Apply: for an Alternative Authorization – candidates who are willing to go through a program to become certificated/endorsed in the applicable area
 - Apply: for a Provisional Certificate – candidates who are not willing to go through a program to become certificated/endorsement in applicable area or who do not qualify for an Alternative Authorization. NOTE: Provisional cannot be used for special education
- 4) Correct assignment and correct endorsement but showing as a deficiency
 - If a correct assignment code was used and the person has the correct endorsement – reach out to ISEE Coordinator to determine:
 - Duplicate EDUID
 - Alignment did not get made in the SDE system.
- 5) December funding deadline
 - Deficiencies still noted after the December deadline will result in withheld funding



- If an LEA changes an assignment after the December deadline an email to School Finance and to Teacher Certification from the administrator indicating the change is required in order for funding to be restored
- **Important** – although an alternative authorization or a provisional certificate can allow for restoration of funding, it may not always be an option depending on the situation.
- **It is the responsibility of the LEA to contact Teacher Certification with a request to restore funding upon receipt of an approved authorization or provisional certificate.**